

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AETC INSTRUCTION 64-101

7 DECEMBER 2007
Certified Current, 27 December 2011
Contracting

**PROGRAM MANAGEMENT OF
PERFORMANCE WORK STATEMENT
MODIFICATIONS FOR CONTRACTS AND
MOST EFFICIENT ORGANIZATION (MEO),
AIRCRAFT MAINTENANCE, AND BASE
OPERATING SUPPORT (BOS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AETCI 64-101, 18 February 2004

Certified by: HQ AETC/A4P (Ms Liz Day)
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This instruction implements AFPD 64-1, *The Contracting System*, 7 December 2006. It defines and explains specific wing or unit and HQ AETC staff roles and responsibilities for proposed modifications to most efficient organization (MEO) and contract performance work statement (PWS) for aircraft maintenance and base operating support (BOS) functions for contracts and MEOs. **Note:** PWSs are also known as statements of work.

This instruction applies to all current and future PWSs procured by the AETC Contracting Squadron (AETC CONS), Randolph AFB TX, or MEOs as a result of recompetition. It does not apply to Air Force Reserve Command or Air National Guard units.

Wings and units will coordinate and provide copies of supplements to this instruction to the Program Management Flight (HQ AETC/A4PM) prior to publication. Send recommendations for changes, improvements, or waivers to this instruction to HQ AETC/A4PM, 555 E Street East, Randolph AFB TX 78150-4440. **Note:** Requests must be approved by the appropriate commander before they are sent to HQ AETC/A4PM.

Attachment 1 contains a glossary of reference and supporting information. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil/rds_series.cfm.

SUMMARY OF CHANGES

This change updates responsibilities (paragraphs **3.**, **4.2.**), updates process flow charts (**Attachment 2** through **Attachment 4**), replaces outdated terminology from PRD to PWS (paragraphs **1.**, **2.1.**, **3.**, **4.**, and

5.), and incorporates A-staff office symbols throughout. A bar (|) indicates revision from the previous edition.

1. Goal. The goal of this instruction is to establish procedures that standardize processes, eliminate redundancies and ultimately reduce time and work required to coordinate modifications to AETC PWSs.

2. Program Management. HQ AETC/A4PM will:

2.1. Serve as the command focal point for all proposed aircraft maintenance and BOS PWS modifications.

2.2. Review and obtain coordination for all modification requests prior to implementation.

2.3. Ensure responses to modification request packages are evaluated, coordinated with appropriate offices of primary responsibility (OPR), and returned to the requesting unit within 20 workdays. **Note:** Based on the complexity of some modifications, additional days may be required.

3. Process Overview:

3.1. When HQ AETC and wing or unit-level functional representatives identify new or changing requirements:

3.1.1. Begin discussions between these functional representatives and other affected organizations as soon as possible prior to submission of the package to expedite the approval process and to facilitate meeting timeline goals.

3.1.2. Complete discussions and related coordination before the request is submitted to the administrative contracting officer (ACO).

3.1.3. Coordinate changes to MEO PWSs with the wing manpower office (MO).

3.2. The ACO will forward the modification package to HQ AETC/A4PM no later than 20 workdays from the date received.

3.3. Because of the size and complexity of some contracts, there may be several modification proposals from multiple functional areas in progress simultaneously. In an effort to expedite responses to these proposals, it is not necessary to consolidate them prior to their submission to HQ AETC/A4PM.

3.4. HQ AETC functionals will concur or nonconcur with the modification requests within 10 workdays of receiving the request from HQ AETC/A4PM.

4. Contract Modifications to the PWS. Accomplish contract modification packages generated by the wing or unit according to the flowchart in [Attachment 2](#). HQ AETC functionals will generate contract modification packages according to the flowchart in [Attachment 3](#).

4.1. Wing and Unit Responsibilities:

4.1.1. The performance management office (PMO) or wing or unit functional will coordinate with the HQ AETC functional and wing MO (for MEOs) before submitting the proposed modification to the ACO. **Note:** For the purposes of this instruction, the PMO is also known as a quality assurance evaluator (QAE) office.

4.1.2. The ACO is the single point of contact in the wing or unit to ensure continuity for any proposed PWS modifications that encompass multiple functional areas. The ACO will:

4.1.2.1. Ensure proposed PWS modifications managed by HQ AETC/A4PM are coordinated with the PMO or functional representatives, and MO, as appropriate, *before* forwarding to HQ AETC/A4PM. Coordinate with the wing or unit MO to ensure contract manpower equivalents are accurately tracked according to Chapter 6, AFI 38-201, *Determining Manpower Requirements*, and to ensure the proposed modification does not conflict with the criteria identified in Chapter 15, AFI 38-203, *Commercial Activities Program* (expected to change to Chapter 10 during next rewrite of AFI 38-203).

4.1.2.2. Submit the following information to HQ AETC/A4PM for evaluation and approval:

4.1.2.2.1. A cover memorandum indicating an explanation of the exact requirement change, the reason for the proposed modification, which functional areas will be affected, and any increase or decrease in manning and (or) equipment.

4.1.2.2.2. Government-estimated costs associated with the increase or decrease in requirements, the proposed source of funds, and a planning or funded draft of AF IMT 9, *Request for Purchase*, as required.

4.1.2.2.3. Applicable workload data.

4.1.2.2.4. Draft modification pages for the PWS.

4.1.2.2.5. Any other supporting information.

4.1.2.3. Once negotiations have been finalized, submit the final modification to the PWS (including modification change pages) to HQ AETC/A4PM.

4.2. HQ AETC Responsibilities:

4.2.1. HQ AETC/A4PM is the central point of contact for all aircraft maintenance and BOS contract modification proposals generated by HQ AETC or the Air Staff. (See [Attachment 3](#) for a flowchart of the process.) HQ AETC/A4PM will:

4.2.1.1. Review each requirements package for completeness and conduct an initial evaluation to determine if a valid requirement exists.

4.2.1.2. Coordinate the package through the appropriate headquarters functional areas (including HQ AETC/A1M and HQ AETC/FM) for evaluation and funding.

4.2.1.3. Resolve all modification package issues with the appropriate wing or unit PMO or functional and HQ AETC functional representative. For HQ AETC-funded modifications, functional representatives will also coordinate with their appropriate program element monitor (PEM) to ensure funding is available.

4.2.1.4. Provide PWS modification change pages and forward them to the ACO and staff functional OPRs. The ACO will negotiate the government's proposed changes to the PWS with the service provider prior to issuing a contract modification.

4.2.1.5. Notify all affected entities after the final product is published.

4.2.2. HQ AETC functional representatives, HQ AETC/A1M, and HQ AETC/FM will:

4.2.2.1. Review all comments.

4.2.2.2. Concur or nonconcur.

4.2.2.3. Send comments to HQ AETC/A4PM. HQ AETC/A4PM will then:

4.2.2.3.1. Consolidate all comments, as appropriate.

4.2.2.3.2. Forward a final determination to the ACO, base PMO and (or) base MO for action.

4.2.3. Once the requirement is validated, coordinated through the HQ AETC staff, and funding is available, the wing or unit PMO or functional representative will provide the completed AF IMT 9.

| 5. MEO PWS Modifications:

5.1. Wing or unit functional representatives will coordinate proposed modifications (to add or remove workload) to MEO PWSs through the responsible official. The request must include full justification (mission impact, impact if not funded, etc.), a man-year estimate (as required) and change page modifications to appropriate sections of the PWS. If the unit MO validates that the proposed modification is in the best interest of the government and is not in conflict with the criteria identified in AFI 38-203, Chapter 15 (expected to change to Chapter 10 during next rewrite of AFI 38-203), that office will forward the modification request and the justification to HQ AETC/A4PM for action. HQ AETC/A4PM will coordinate the proposed modification request throughout the HQ AETC/A1M and the HQ AETC staff.

5.2. If Air Staff or HQ AETC personnel generate a new requirement, they will send it to the wing or unit PMO or MO or functional representatives for work estimates, justification, and cost or manpower estimates. HQ AETC/A1M will accomplish workload analysis and generate the manpower requirements with coordination through the wing or unit MO.

5.3. HQ AETC/A4PM will provide necessary information, including modification change pages for Air Staff- and HQ AETC-directed requirements to HQ AETC/A1M. For unit-generated modifications, HQ AETC/A4PM will coordinate:

5.3.1. The draft PWS modification through appropriate HQ AETC functional areas and return approved modifications to the wing or unit MO and contracting officer or ACO for execution.

5.3.2. The review and validation of manpower and man-year equivalent requirements with HQ AETC/A1M.

5.4. Once the requirement is reviewed and validated, HQ AETC/A4PM will:

5.4.1. Generate a cover memorandum.

5.4.2. Attach the modification pages.

5.4.3. Forward the completed package to the applicable PMO, functional representative, MO, and HQ AETC functional OPRs, as required.

5.4.4. For approved or validated changes, HQ AETC/A4PM will:

5.4.4.1. Forward the package to the appropriate PEM who will initiate program objective memorandum (POM) action if required, as shown in the flowchart in [Attachment 4](#).

5.4.4.2. Contact HQ AETC/A1M and request the adjustments to the unit manpower document (UMD) after allocation.

6. Adopted IMT:

AF IMT 9, *Request for Purchase*

ROBERT E. HAMM, JR., Colonel, USAF
Deputy Director of Logistics, Installations and Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 37-123, *Management of Records*, 31 August 1994

AFI 38-201, *Determining Manpower Requirements*, 30 December 2003

AFI 38-203, *Commercial Activities Program*, 19 July 2001

AFPD 64-1, *The Contracting System*, 7 December 2006

Abbreviations and Acronyms

ACO—administrative contracting officer

BOS—base operating support

MEO—most efficient organization

MO—manpower office

mod—modification

OPR—office of primary responsibility

PEC—program element code

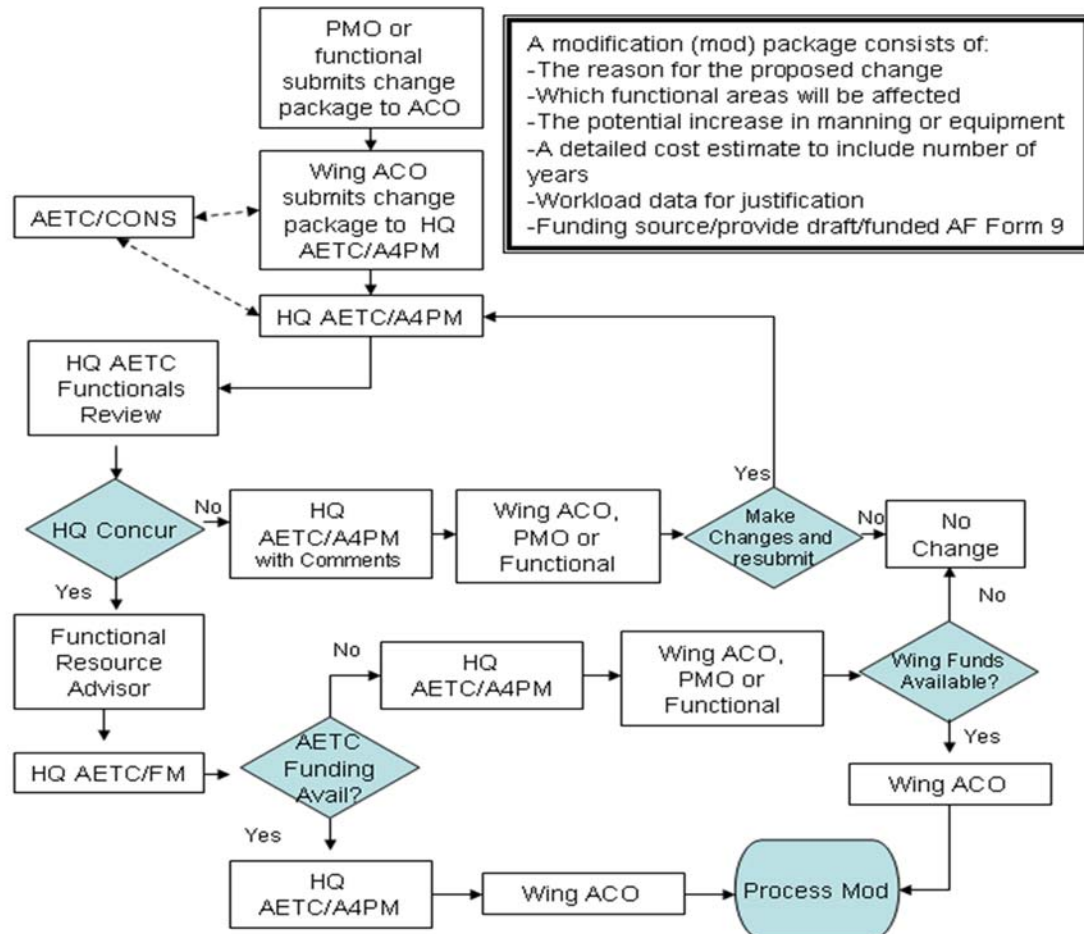
PEM—program element monitor or manager

PMO—performance management office

PWS—performance work statement

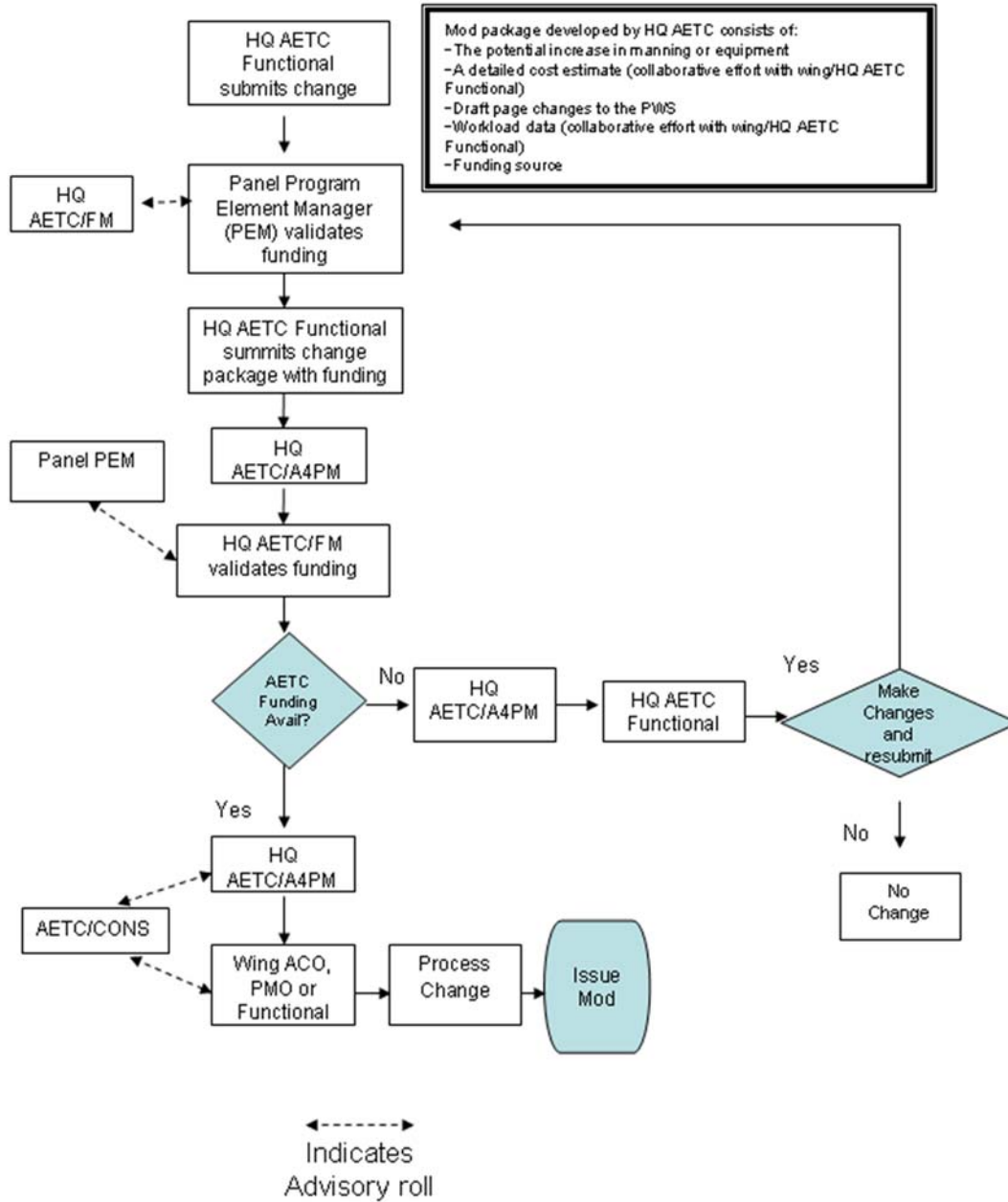
Attachment 2

PROCESS FOR WING OR UNIT-PROPOSED MODIFICATIONS



Attachment 3

PROCESS FOR HQ AETC-PROPOSED MODIFICATIONS



Attachment 4

PROCESS FOR MEO PWS PROPOSED MODIFICATIONS

